



DEFENSE SECURITY COOPERATION AGENCY

201 12TH STREET SOUTH, STE 203
ARLINGTON, VA 22202-5408

OCT 5 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procurement Administrative Lead Time (PALT) and Acquisition Cut-Off Dates for FY 2012

The Defense Security Cooperation Agency (DSCA), Defense Contracting (DSCA-CON) Office is dedicated to providing excellent service and response time for our customers. To assist in planning the FY 2012 acquisition requirements, we are providing requirement package cut-off dates and a Procurement Administrative Lead Time (PALT) timeline to ensure timely awards prior to **30 September 2012**.

The PALT timeline starts when a complete acquisition package is accepted by the contracting office. Prior to submission of the contract package, you are strongly encouraged to coordinate with the contract office to ensure proper content and format.

A complete requirements package typically consists of the following:

1. DD Form 1262 - Administrative Service Request (ASR) Funding Document
NOTE: If funds are not available due to a Continuing Resolution, the DD 1262 must contain the statement "Subject to Availability of Funds."
2. Market Research documentation/Market Survey
3. Description of supply or service consisting of one of the following:
 - a. Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP) if the requirement is a service contract
 - b. Statement of Work (SOW), or
 - c. Product Description – for supplies
4. Independent Government Estimate (IGE)
5. Acquisition Strategy Plan - for any services contracted for \$150K or greater
6. Source Selection Plan (SSP) for services contracts (if applicable)
7. Justification and Approval (J&A)/Brand Name Justification for sole source contracts (if applicable)
8. Contracting Officer's Representative (COR) nomination letter



In order to assist customers in the preparation of packages and an understanding of the requirements of the procurement cycle, DSCA-CON has developed a Contract Process Roadmap that is now available on the DSCA Internet at www.dsca.mil. To access the website go to the "Resources" box and click on "Contracting Division." The Contract Process Guide will lead you step by step through the procurement process and provides related regulations, templates, checklists, guides, and forms necessary to prepare a complete procurement package. An alphabetical listing of all documents is also located under the "Links & Docs" tab.

All requirement packages submitted after the designated cut-off date below must include a written memorandum signed by the Staff Principal outlining the impact to the office/agency if the requirement is not processed. Contracting personnel require adequate time to compete and award purchase/delivery orders; this may take up to **5-10 business days or longer**.

Fiscal Year 2012 PALT Requirements

Award Type	Must submit completed package NLT date below, to award by 30 September 2012	Procurement Action Lead Time (PALT) timeline in days
Exercise of Options	60 days prior to option expiration	
Negotiated Full and Open Competition –		
\$650,000 and above	3 April 2012	180
\$150,000 - \$649,999	14 May 2012	140
\$149,999 and below	1 August 2012	60
Negotiated Sole Source –		
\$650,000 and above	2 July 2012	90
\$150,000 - \$649,999	1 August 2012	60
\$149,999 and below	16 August 2012	45
Simplified Acquisitions –		
\$150,000 - \$650,000	1 August 2012	60
\$25,001 - \$149,999	16 August 2012	45
\$3,000 - \$25,000	31 August 2012	30
Non-DoD (e.g., GSA)		
\$650,000 and above	12 July 2012	80
\$150,000 - \$649,999	1 August 2012	60
Below \$150,000	16 August 2012	45
All contract change modifications	16 August 2012	45
All GPC purchases under \$3,000	20 September 2012	N/A

***PALT timelines do not include additional time for litigation due to a protest.**

Submission of requirements after these established cut-off dates, or submission of an incomplete package at any time increases the risk that the requirement(s) may not be awarded prior to the end of the fiscal year. Early coordination with the contracting team is essential to a successful acquisition.

Purchases utilizing the GPC purchase card after the cutoff date of September 20, 2012 will be approved on a case-by-case basis and must be signed by the Staff Principal, outlining the impact to the office/agency if the purchase is not made.

A list of DSCA customers and assigned contracting team members is attached. Please contact your contract team member if you have any questions. The POC for this guidance is Mr. James E. Washington Jr., Business Deputy for Defense Contracting, (703) 604-6566.

We look forward to assisting you in a successful fiscal year-end.



Ann Cataldo
Principal Director
Business Operations

Attachment (as referenced)

DSCA Customers and Assigned Contracting Team Members Roster

(October 1, 2011)

Team Member	DSCA Customer
Diane Dortch 703-601-3713 diane.dortch@dscs.mil	All customers with GPC card issues, COR appointment letters, and COR training
Janet D'Angelo 703-601-3728 janet.szatmary@dscs.mil	Africa Center for Strategic Studies (ACSS) Center for Hemispheric Defense Studies (CHDS) Defense Institute of International Legal Studies (DILLS) Programs (PGM)
Woodrow Bell 703-602-1464 woodrow.bell@dscs.mil	Financial Policy & Internal Operations (FPIO) Operations (OPS) Policy (POL) Strategy (STR)
Ali Beshir 703-602-1341 ali.beshir@dscs.mil <u>Contracting Officer:</u> Woodrow Bell 703-602-1464 woodrow.bell@dscs.mil	Defense Institute of Security Assistance Management (DISAM) Defense Security Assistance Development Center (DSADC) Humanitarian Assistance, Disaster Relief, & Mine Action (HDM) Middle East (ME) Plans (PLN)
Toni Davis 703-604-1002 toni.davis@dscs.mil <u>Contracting Officer:</u> Woodrow Bell 703-602-1464 woodrow.bell@dscs.mil	Building Partnership Capacity (BPC) Contracting (CON) Case Writing Division (CWD) Direct Commercial Contracts Section (DCCS) HQ Application Group (HCA) Humanitarian Demining Training Center (HDTC) Weapons Division (WPN) Global Center for Security Cooperation (GCSA)
Petra McPherson 703-604-1524 petra.mcpherson@dscs.mil <u>Contracting Officer:</u> Janet D'Angelo 703-601-3728 janet.d'angelo@dscs.mil	Asia Pacific Americas (APA) Asia-Pacific Center for Security Studies (APCSS) Country Financial Management (CFM) Comptroller (CMP) Europe Africa (EAF) George C. Marshall Center (GMC) Legislative & Public Affairs (LPA) Near East-South Asia Center for Strategic Studies (NESA) SCIP South and Central Asia (SCA)
Cynthia Richardson 703-601-0488 cynthia.richardson@dscs.mil <u>Contracting Officer:</u> Janet D'Angelo 703-601-3728 janet.d'angelo@dscs.mil	Centers Management Office (CMO) Information Technology (IT) DSAMS Program Management Office (PMO) Network/PC Support (LAN) Business Operations (DBO) Office of General Counsel (OGC) Front Office (FO) Administration (ADM) Office of Chief Performance Office (CPO)

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